



## EXECUTIVE COUNCIL CHAMBERS

27 May 2024

S Smith  
fyi-request-26794-efca5819@requests.fyi.org.nz

Ref: OIA OIA-2023/24-0858

Tēnā koe S Smith

### Official Information Act request: Warrants and cancellation of Royal Honours

Thank you for your Official Information Act (the Act) request received on 14 May 2024. You requested:

*"I would like to request any draft, template or copies of warrants for the appointment to the following Royal Honours:*

- *New Zealand Order of Merit (any class)*
- *Order of New Zealand*
- *Queens/Kings Service Order*
- *Queens/Kings Service Medal*

*I would also like to request any draft, template or copies of orders cancelling appointments for the following Royal Honours:*

- *New Zealand Order of Merit (any class)*
- *Order of New Zealand*
- *Queens/Kings Service Order*
- *Queens/Kings Service Medal*

*I am aware that communications with the Sovereign are excluded under the OIA, so I am not seeking material that would be covered under that section. However this should not exclude any drafts or templates that do not form communication with the Sovereign."*

### Response to your request

The first part of your request is for warrants appointing individuals to the identified Orders. In making your request you have specified that you are not requesting any material that is a communication with the Sovereign. I note that warrants are necessarily a communication from the King. This is reflected in their drafting and the fact they are signed by the King. While warrants, whether draft or final, are classified as communications from the Sovereign, I have decided to release templates of the appointment warrants on this occasion. Please find attached templates of the following warrants of appointment:

Item	Document Description
1.	Template for warrant of appointment to the Queen's Service Order
2.	Template for certificate for the award of the Queen's Service Medal

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3.	Template for warrant of appointment as a Dame Companion of the New Zealand Order of Merit
4.	Template for warrant of appointment to the Order of New Zealand

With regard to the second part of your request, there is no formal instrument, such as an Order, used in the forfeiture of Royal Honours. I must therefore refuse this part of your request under section 18(e) of the Act on the grounds the information does not exist. Instead of a formal instrument, His Majesty The King's approval is recorded in correspondence. As you indicated in your request, you are not seeking such material. Forfeitures of Royal Honours are notified in the Gazette. You can find previous notices at the following address:

<http://www.gazette.govt.nz/home/NoticeSearch/?keyword=forfeiture&year=&pageNumber=&noticeNumber=&dateStart=&dateEnd=&noticeType=vr&act=>

You have the right to ask the Ombudsman to investigate and review my decision under section 28(3) of the Act.

This response will be published on the Department of the Prime Minister and Cabinet's website during our regular publication cycle. Typically, information is released monthly, or as otherwise determined. Your personal information including name and contact details will be removed for publication.

Nāku noa, nā



Nicola Purvis  
**Acting Clerk of the Executive Council**